

2014 HMIS Data Standards Training Notice and Information

Training Days

Webinars will be held daily from **September 23rd – 26th** and **September 29th, 30th and October 1st**. We encourage you to attend during the week of September 23rd if at all possible, but if your schedule does not permit, then additional training sessions are going to be offered.

Webinar Schedule:

The webinars will be 2 hours in length. Times are listed by program type.

- Tuesday, September 23rd - CoC/ESG/SAF: 9:00 AM and CoC/ESG/SAF: 1:00 PM
- Wednesday, September 24th - Central Iowa Shelter & Services (Des Moines) **Only:** 8:00 AM, CoC/ESG/SAF: 10:00 AM and PATH: 2:00 PM
- Thursday, September 25th – CoC/ESG/SAF: 9:00 AM and CoC/ESG/SAF: 1:00 PM
- Friday, September 26th – SSVF – 10:00 AM and CoC/ESG/SAF: 2:00 PM
- Monday, September 29th: CoC/ESG/SAF: 2:00 PM
- Tuesday, September 30th: CoC/ESG/SAF: 10:00 AM
- Wednesday, October 1st: CoC/ESG/SAF: 2:00 PM
- *Make Up Training – Thursday, October 2nd : CoC/ESG/SAF: 10:00 AM

Attendance Tracking

Registration links will be sent out via email for all Webinar sessions in the afternoon of September 17th. We will ask that you register for the training through our system and we will track attendance for the webinars. All end users of the system, with the exception of the DMARC Food Pantry, and HOPWA program end users must attend training during one of the sessions listed above. If an end user does not attend training, your HMIS network license will be deactivated on *October 3rd* until he/she is trained on the new standards and work flow. We are doing this to avoid substantial data entry errors that could be made by an end user that has not been trained and will then be a burden for the agency to correct.

*More information on the reverse side —→

Regular Full New User Trainings

As you can imagine, we are not holding any full new user trainings until after this upgrade training has been completed for existing users. We will make an announcement regarding New User training dates mid-October.

General Information:

Trainings will occur via live webinar. All housing and services agencies (especially those funded by HUD through Continuum of Care, Emergency Solutions Grant, the State of Iowa Shelter Assistance Fund, SSVF and PATH) will be required to register and attend one of the webinars.

This requirement does not include any domestic violence service specific programs or the Des Moines Area Religious Council Food Pantry Network. Also – although Iowa's HOPWA project sponsors will require training, their training schedule will be set later this month and will occur during the second week of October.

The Iowa HMIS network will be down from 6:00 AM till 8:00 AM on Monday, September 29th to be upgraded to our software version 5.11 which will include all of the new data standard elements and collection requirements. Remember that collection of data under the new standards does not need to begin until October 1st. So, although you will see some changes to the site immediately, you will begin following the workflow you were trained on beginning October 1st. This process will be explained in detail during your webinar training.

We appreciate your partnership as we implement these changes and look forward to work together on the upcoming trainings.

Again...we will be sending the webinar links out tomorrow so you can begin registration. We wanted to make sure you had the dates and times today so you could begin to check schedules and plan.

If you have any questions regarding this information, please contact me at:
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